

**FUNERAL DIRECTORS EXAMINING BOARD  
MINUTES  
MADISON, WISCONSIN  
JULY 16, 2002**

**PRESENT:** W. Robert Cress, Dan Densow, Bonnie Gift, Roy Pfeffer and Rick Unbehaun,

**EXCUSED:** All members were present.

**STAFF PRESENT:** Clete Hansen; Jacquelynn Rothstein, Legal Counsel, and Division of Enforcement staff were present for portions of the meeting.

**GUESTS:** William Cress, Board Member Nominee  
Robert Skinner, Board Member Nominee  
Erin Longmire, FSA  
Mark Paget, WFDA  
Mark Krause

**CALL TO ORDER**

The meeting was called to order at 9:30 a. m. by Roy Pfeffer, Chair. A quorum of 5 members was present.

The Chair welcomed the two nominees to Board membership, William Cress and Robert Skinner. He also discussed the requirements relating to the right of new board members to vote at meetings. Robert Cress and Daniel Densow indicated that they would be resigning, because their terms have now expired.

All board members introduced themselves to the new members.

**AGENDA**

**MOTION:** Robert Cress moved, seconded by Bonnie Gift, to approve the agenda, as published. Motion carried unanimously.

**MINUTES (5/14/02)**

**MOTION:** Dan Densow moved, seconded by Rick Unbehaun, to approve the minutes, with an amendment on page 4, changing “by” to “be” on line 8. Motion carried unanimously.

**ADMINISTRATIVE REPORT**

**Bureau Director’s Report**

- **Board Roster**

William Cress provided his e-mail address, which is: sgccress@charter.net

Rick Unbehaun agreed to serve on the Screening Panel, as a replacement for Daniel Densow.

- **2002 Meeting Dates**

Noted. Clete Hansen stated that the dates have been set for the rest of the year; however, the dates may be changed by the Board at any time that the Board members so request.

- **Summary Report on Pending Court Cases, Disciplinary Cases and Administrative Rules**

Noted. Clete Hansen explained the purpose of this report and the contents of it.

- **To-Do List**

Noted

- **To-Pass Folder**

The To-Pass Folder was circulated and duly noted.

- **Board Member Workshop**

The Board received a copy of the Power Point Presentation that was given at the workshop. Board members who attended the workshop briefly discussed their evaluation of it. Bonnie Gift and the two new nominees attended the workshop.

## **LEGISLATIVE UPDATE**

### **Regulation of Crematories**

The Board discussed the need for an inspection provision in the statutory proposal the frequency of inspections that might be appropriate, the payment of the costs of the inspection by crematories, the existence of language already in the bill that might authorize the Department to conduct inspections, and the possible need for administrative rules that lay out the criteria for an inspection.

**MOTION:** Dan Densow moved, seconded by Rick Unbehaun, to amend line two on page 14 of the bill proposal by inserting “including inspections” following “the department may make investigations.” Motion carried unanimously.

The Board noted the responses of other states to a request for information about their regulation of crematories.

## **EXAMINATION ISSUES**

Barbara Showers discussed her memo of June 18, 2002, entitled "CE Program Planning." She explained what other boards have requested regarding approving and monitoring the completion of mandatory continuing education. She reported that 773 funeral director-related courses were approved during the past biennium.

The Board suggested a change on one page of a chart, entitled "CONTINUING EDUCATION PROGRAMS." The change would state that no more than 3 hours may be in business courses.

The Board informally agreed that Dr. Showers should initially focus on charging a fee to approve courses. Later, she should pursue the possibility of contracting for a program, such as that which is used by the Office of the Commissioner of Insurance. Under this program licensees would pay for and participate in a program whereby a transcript of courses-completed would be maintained by a contracting entity. Licensees would not be able to renew unless the transcript shows completion of the required courses.

The Board requested that Dr. Showers provide more information at the next meeting concerning the cost of a courses-completed program. The Board also requested that Lydia Bridge ascertain that all certificates for continuing education credits by attending board meetings have been issued.

The Board also requested that Dr. Showers should continue to conduct random audits, as well as request proof of continuing education when a complaint is opened against a funeral director. The Board requested that Lydia Bridge report on the results of the random audit follow-up activities.

## **BOARD MEMBER ACTIVITY**

The Board members reported on their activities. Roy Pfeffer indicated an interest in attending the next meeting of the International Conference of Funeral Service Examining Boards in Anaheim, CA, on April 12-13, 2003.

## **REMOVALS BY UNLICENSED PERSONS**

Jacquelynn Rothstein reviewed the opinion of the Wisconsin Department of Justice, dated July 10, 2002, relating to removals by unlicensed persons. She emphasized that it is an informal opinion and that it will be an unpublished opinion. Nevertheless, the Board may include the opinion in its Regulatory Digest and others may publish it.

## **MISCELLANEOUS CORRESPONDENCE/INFORMATION**

The Board noted correspondence with Bruce Carlson, a funeral director in Rhineland, Wisconsin. Mr. Carlson suggested that funeral homes should be required to include a statement of ownership in all advertising.

## **NEW BUSINESS**

None

## **PUBLIC COMMENTS**

None, over and above those already made during the discussion of specific topics.

## **RECESS TO CLOSED SESSION**

**MOTION:** Bonnie Gift moved, seconded by Robert Cress, to convene the meeting in Closed Session pursuant to Sections 19.85(1)(a), (b), (f), and (g), Wis. Stats., to review the Case Status Report with representatives of the Division of Enforcement, to discuss cases recommended for closing by the Division of Enforcement and to discuss one proposed stipulation for disciplinary action. Motion carried unanimously by a roll call vote: Bonnie Gift - yes; Bob Cress - yes; Rick Unbehaun - yes; Dan Densow - yes; Roy Pfeffer - yes.

Open Session recessed at 12:58 p. m. and Closed Session convened at that time.

## **CLOSED SESSION**

The Board discussed the Case Status Report and one proposed stipulation.

## **RECONVENE IN OPEN SESSION**

**MOTION:** Rick Unbehaun moved, seconded by Dan Densow, to reconvene in Open Session at 1:38 p. m. Motion carried unanimously.

## **VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

## **CASE CLOSINGS**

None

## **PPROPOSED DISCIPLINARY ACTIONS**

**Mary Ann Krause (Omro, WI), f/b/a Krause Funeral Home, and John A. Dudzinski (Pickett, WI)**

**MOTION:** Rick Unbehaun moved, seconded by Dan Densow, to accept the Findings of Fact, Conclusion of Law and the Proposed Stipulation, relating to Mary Ann Krause (Omro, WI), f/b/a Krause Funeral Home, and John A. Dudzinski (Pickett, WI)Allen. The motion was carried unanimously. (Robert Cress, the case adviser, abstained.)

## **ADJOURNMENT**

**MOTION:** Dan Densow moved, seconded by Robert Cress, to adjourn the meeting at 1:50 p. m. Motion carried unanimously.